

CAREER OPPORTUNITIES WITH CIVIL SERVICE

ROME CIVIL SERVICE ANNOUNCES

OPEN COMPETITIVE EXAMINATION

for

POLICE OFFICER #67132

ROME, NEW YORK 13440

Exam Date:	November 19, 2011
Last Filing Date:	October 5, 2011
2010 Salary:	\$ 29,711.00 per year
	\$ 39,615.00 per year after successful completion of the Police Academy

APPLICATION AND FEE:

A **TWENTY-FIVE** dollars (\$25.00) non-refundable fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Payment must be made by **CHECK** or **MONEY ORDER**, payable to Rome Civil Service Commission. Please write both your name and number of the exam on the check or money order.

If your application is disapproved, the fee will **NOT** be refunded. You should carefully review the announced minimum qualifications and any residence requirements and apply only for those examinations for which you clearly qualify. Applications postmarked after the last date of filing will be returned to the applicant with his/her application fee.

RETURNED CHECK POLICY:

Applicants whose personal checks are returned for insufficient funds will be notified by the City Treasurer's Office. A returned check fee of \$20.00 will be added to the returned check amount. The total amount must be paid in **CASH** or with a **MONEY ORDER** in the *City of Rome Treasurer's Office*, Rome City Hall, First Floor, Rome, NY 13440

APPLICATION FEE WAIVER:

A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement.**

The Eligible List resulting from this examination will be used to fill vacancies which may occur

USE OF CALCULATORS IS PROHIBITED FOR THIS EXAM

There will be a written test in which you must pass in order to be considered for employment. Only your score on the written test will be considered when computing your final score. In addition, candidates must meet the physical fitness and medical standards prescribed by the Municipal Police Training Council. Candidates must pass the written test in order to be scheduled for the qualifying physical fitness test. Candidates who pass the qualifying physical fitness test and who are given a conditional offer of employment will be scheduled to take the required medical examination. Candidates must also be successful in the psychological examination, as well as background investigation and interview wherein they will be ranked against applicants based upon factors determined by the administration.

RESIDENCY:

There is **NO RESIDENCY REQUIREMENT** to make application to the examination. *Preference in certification for employment may be given to successful candidates who are residents of the City of Rome at the time of appointment.*

GENERAL STATEMENT OF DUTIES: Is responsible for the enforcement of laws and ordinances and protection of lives and property in a designated area of an assigned shift; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: These duties consist primarily of routine patrol tasks, assisting in investigation of criminal offenses and the apprehension of criminals. Ordinarily, a Police Officer, whether on patrol work or on special assignment, works under the supervision or direction of a higher ranking officer. However, there is considerable independent responsibility for exercise of sound judgment in emergencies.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Patrols an assigned area to maintain order and enforce the law;
- Checks on the security of unoccupied business and residential property;
- Investigates suspicious activities and makes arrests for violations of federal and state laws and local ordinances;
- Has prisoners booked on charges and escorts them to court and to jail;
- May be assigned to investigate cases involving neglected, abused or delinquent children;
- Directs traffic and enforces parking and traffic violations;
- Investigates reports of, and attempts to locate missing and wanted persons and stolen property;
- Maintains order in crowds at parades and other public gatherings;
- Provides directions and information to the public;
- Broadcasts radio messages;
- Makes criminal and plain-clothes investigations as assigned;
- Observes and reports conditions requiring the attention of other town departments;
- Makes regular reports of activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good social and general intelligence;
- Good powers of observation and memory;
- Working knowledge of first-aid methods;
- Ability to be courteous, yet firm with public;
- Ability to understand and carry out complex oral and written directions;
- Ability to operate an automobile;
- Sound judgment;
- Ability to acquire skill in the use of firearms;
- Physical strength and agility;
- Neatness of appearance;
- Excellent physical condition.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma, or an Armed Forces GED and have two (2) years of the following:

- (a) Satisfactory full-time paid work experience: OR
- (b) Active military service: OR
- (c) Education beyond high school when enrolled in a minimum 15 credit hour semester: OR
- (d) Any equivalent combination of (a), (b), and (c).

AGE:

Candidates must be at least nineteen (19) years old on or before the date of the examination to take the test. Eligibility for appointment as a police officer begins when the candidate reaches age twenty (20). **Candidates who reach their thirty-fifth (35th) birthday on or before the date of the written examination are not qualified except as follows.***

*Section 58.1(a) requires that applicants not be “more than thirty-five (35) years of age as of the date **when the applicant takes the written examination...**” Candidates who may be impacted by the maximum age requirement and who are requesting an alternate test date (for active military duty, Religious Accommodations, or for an alternate test date situation which meets the conditions of the agency’s alternate test date policy) to discuss their request.

Candidates may have a period of military duty or terminal leave up to six years, as defined in Section 243 (10a) of the Military law, deducted from their age for purposes of determining whether they meet the age requirement.

SUBJECT OF EXAMINATION:

A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. Applying written information (rules, regulations, policies, procedures, directives, etc.) in police situations:

These questions test for the ability to apply written rules in given situations similar to those typically experienced by police officers.

2. Memory for facts and information: These questions test for the ability to remember facts and information presented in written form. You will be given 5 minutes to read and study the information in the Memory Booklet. After the 5-minute period, the Memory Booklet will be taken away. You will then be required to answer questions about the material that was presented in the Memory Booklet.

3. Reading, understanding and interpreting written information: These questions test for the ability to read, understand, and interpret the kinds of written information that police officers are required to read during their formal training period and on the job.

4. Preparing written material in a police setting: These questions test for the ability to prepare the types of reports that police officers write. You will be presented with a page of notes followed by several questions. Each question will consist of four restatements of the information given in the notes. From each set of four, you must choose the version that presents the information most clearly and accurately.

The rating key for this examination will be established by the New York State Civil Service Commission prior to the date of the test, upon recommendation of a committee of police experts who will review all the questions for appropriateness and the key answers for correctness. There will be no review of the questions by candidates. This committee was selected with the assistance and endorsement of the Police Conference of New York, Inc., the New York State Association of PBA's, Inc., and the New York State Association of Chiefs of Police, Inc.

A *Guide to Taking the Examination for Entry-Level Police Officer Series* will be sent to all approved candidates no later than two (2) weeks before the test date. If you have not received a copy by November 4, 2011, please call the Rome Civil Service Office at 315-339-7609. The guide is also available in the New York State Department of Civil Service web site: <http://www.cs.state.ny.us/testing/localtestguides.cfm>.

This written examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

SPECIAL CREDIT for CHILDREN of FIREFIGHTERS and POLICE OFFICERS KILLED in the LINE of DUTY:

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten (10) points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit will be added after the eligibility list has been established.

PERC STATEMENT

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APPLICATIONS:

Unless otherwise indicated on this announcement, the candidate will complete one "Application of Employment" form for each examination he/she wishes to take. ***NO COPIES WILL BE ACCEPTED.*** Applicants must answer every question on the application form, and make sure that the application is complete in all respects. ***INCOMPLETE APPLICATIONS MAY BE DISAPPROVED.*** All applications shall be filed with Rome Civil Service Office. This office reserves the right to reject all applications received after the last filing date.

ADDRESS CHANGE: It is the responsibility of the candidate to notify the Rome Civil Service Office, City Hall, Rome, NY 13440, *in writing*, of any change in name or address. Failure to notify this office of a change of address may result in disqualification for examination or appointment. No attempt will be made to locate candidates who have moved.

ADMISSION NOTICE: Approved candidates will be notified in writing when and where to appear for the examination. No one will be admitted to the examination without the official admittance form. If an applicant is disapproved, he/she will also be notified in writing.

IF YOU HAVE NOT RECEIVED YOUR ADMISSION NOTICE THREE (3) DAYS BEFORE THE DATE OF THE EXAMINATION, NOTIFY THIS OFFICE IMMEDIATELY AT 315-339-7609

ALTERNATE TEST DATES: Alternate test dates may be arranged upon review of the circumstances according to the Alternate Test Date Policy established by this department. Under specific circumstances an alternate test date may be arranged. Your request with written documentation must be received in this office no later than two (2) weeks preceding the exam date. A determination will be made if you will be scheduled for an alternate test date

COLLEGE DEGREE / CREDITS: If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this office for a list of acceptable companies providing this service; you must pay the required evaluation fee.

CROSSFILING: If you applied for any other Civil Service examinations to be given on the same test day for employment with New York State or any other local governmental jurisdiction excluding New York City, you must make arrangements to **take all of the examinations at one site.**

If you have applied for both **State** and **local** government examinations, you must make arrangements to take all your examinations at the State Examination Center by calling (518) 457-7022, no later than two weeks before the test date.

If you have applied for **other** local government examinations, call or write to each civil service agency to make arrangements no later than **two weeks** before the date of the examinations. You must notify all local government civil service agencies with which you have filed an application of the test site at which you wish to take your examination.

DISABLED PERSONS: Candidates who require special accommodations to take the test should indicate the need for special arrangements on their application, as well as verbally informing the Civil Service personnel of any special needs or accommodations that may be required to take the examination.

ELIGIBLE LISTS: Appointments from an Eligible List must be made from the top three (3) candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years. Changing conditions may make it advisable to certify to future vacancies at higher or lower salaries than those announced.

EMERGENCIES: If an emergency prevents you from appearing for the examination, please notify this office ***NO LATER THAN 10:00 a.m., on the Monday following the test date (Tuesday if Monday is a holiday)***, providing verifiable documentation of the reason.

WEATHER EMERGENCIES: In case of adverse weather conditions, any delay or cancellation of the examination will be available to you by calling the ***Rome Police Department at 339-7780***, between ***6:00 AM and 8:00 AM*** on the date of the examination.

MILITARY SERVICE MEMBERS: If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. Contact Rome Civil Service Office, Rome City Hall, Rome, NY 13440, for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination **up to ten days before the test date.**

Candidates who are *called to military service after filing an application* should send requests for an alternate test date to Rome Civil Service, City Hall, Rome, NY 13440, as soon as possible before the test date.

RELIGIOUS ACCOMMODATIONS: Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the box under Religious Accommodation. We will make arrangements for you to take the test on a different date (usually the Monday following the Saturday exam date).

VETERAN'S CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an *Application for Veteran's Credits* with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Veteran's credits can only be added to a passing score on the examination. Applications for veteran's credits are available from this office.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit for examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **No credit will be granted after the establishment of the eligible list.** It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of the Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

Application forms may be obtained at Rome Civil Service Office

***Rome Civil Service Office
Rome City Hall Room 2B 198 North Washington Street Rome, NY 13440
(315) 339-7609 OR (315) 339-7662
Monday – Friday 8:30 AM to 4:30 PM***

Applications received or postmarked after the filing deadline will not be accepted. The applicant should make sure ***EVERY*** question on the application is answered, and that the application is complete in all respects. All statements made by candidates in their application are subject to verification.

Rome Civil Service Office does not acknowledge receipt of applications and does not accept responsibility for non-delivery or postal delay. Applications which are delivered in person to the Rome Civil Service Office, Rome City Hall, Rome, NY 13440, will be accepted only between the hours of 8:30 AM and 4:30 PM / Monday through Friday. Candidates will be notified by mail of the acceptance or rejection of their application(s) after the filing date. A separate application must be submitted for each separately numbered examination for which the candidate wishes to apply.

FEDERAL AND STATE LAW PROHIBIT DISCRIMINATION BECAUSE OF RACE, COLOR, RELIGION, SEX, AGE, DISABILITY OR NATIONAL ORIGIN.

~ THE CITY OF ROME IS AN EQUAL OPPORTUNITY EMPLOYER ~